Wisconsin Department of Public Instruction
**2025 PUBLIC LIBRARY SYSTEM
ANNUAL REPORT**
PI-2404-A (Rev. 11-25)

Required by Wis. Stat. §§ 43.05(4) and 43.58(6)

I. GENERAL INFORMATION

1. System name	2. System Director Name	3. Certification Grade	4. Date Certification Expires
Winnefox Library System	Clairellyn Sommersmith	Grade 1	2028-11-30

5. Street Address	6. Phone *Area/No.*	7. Fax Number *Area/No.*
106 Washington Ave.	(920) 236-5220	(920) 236-5228

8. Mailing Address *PO Box*	9. System Website URL	10. Director System Email Address
106 Washington Ave.	www.winnefox.org	sommersmith@winnefox.org

11. City / Village / Town	12. County	13. Zip Code
Oshkosh	Winnebago	54901-4985

14. Number of Public Libraries Participating in the System	15. Does System Operate a Books-by-Mail Program	16. Number of Book-mobiles Owned	17. Estimated System Area Public Library Registered Borrowers	18. UEI Number
30	No	0	87,220	159320605

II. SYSTEM COLLECTION

	No. Owned / Leased	Number Added		No. Owned / Leased
1. Books in Print	2,534	64	7. Electronic Books	12,878
2. Physical Subscriptions	0		8. Electronic Serials	0
3. Physical Audio	33	0	9. Electronic Audio Materials	12,683
4. Physical Video	0	0	10. Electronic Video Materials	1,920
5. Other Physical Materials	4			

III. SYSTEM SERVICES

Circulation Transactions *Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.*	1. Total Circulation	2. Interlibrary Loans *System interlibrary loan transactions*	
		a. Items Loaned	b. Items Received
	0	1,384	6

3. System Electronic Content Circulation Transactions

a. E-book	b. E-serial	c. E-audio	d. E-video
232,848	72,903	295,230	4,178

IV. SYSTEM BOARD AND ORGANIZATION

List the members of the system board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting changes, indicate departing board members.

First Name	Last Name	Street Address	City	ZIP Code	Email Address
1. President Andrew	Prellwitz	833 Watson Street	Ripon	54971	prellwitza@ripon.edu
2. Bill	Bracken	3400 Casey Trail	Oshkosh	54904	wgbrack13@gmail.com
3. Noah	Cypher	910 South Webster Ave	Omro	54963	noahcypher@gmail.com
4. Mark	Arend	210 Church Ave	Oshkosh	54901	mwarend@gmail.com
5. Randy	Fieldhack	2438 Forest Manor Ct	Neenah	54956	randyf@new.rr.com
6. Nita	Krenz	W1176 County Road V	Berlin	54923	nitakrenz@gmail.com
7. Sam	Goldben	1810 Taft Ave Apt C17	Oshkosh	54902	goldbens@uwosh.edu
8. Mellisa	Stafford	1132 Tullar Road	Neenah	54956	mellisa@favatea.com
9. Chuck	Bornhoeft	P.O. Box 97	Montello	53949	nhoeft@marquettecountywi.gov
10. Thomas	Mosling	W2230 Cumberland Drive	Berlin	54923	osling@wausharacountywi.gov
11. Doug	Zellmer	1311 Bismark Ave	Oshkosh	54902	lmer@winnebagocounty.wi.gov
12. Katherine	Freund	8306 Steeple Hill Dr.	Larsen	54947	katherinee.freund@gmail.com
13. Melissa	Kolstad	85 Tower Road	Fond du Lac	54935	mel@kolstad.net
14. Jim	Miller	N4073 S. Main St	Hancock	54943	
15. Michael	Will	426 Chapleau Street	North Fond du Lac	54937	michael.will@fdlco.wi.gov
16. Lloyd	Moberg	55 Underwood Ave.	Montello	53949	lloydmoberg@msn.com
17. Vacant	Vacant				
18. Vacant	Vacant				
19. Vacant	Vacant				
20. Vacant	Vacant				
21. Vacant	Vacant				
22. Vacant	Vacant				
23. Vacant	Vacant				

V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government

a. System Member County Appropriations Received by Library System				b. Other County Payments Received	
County Name	Amount	County Name	Amount	County Name	Amount
Fond du Lac	$1,770,360	Waushara	$485,945	Outagamie	$210,659
Marquette	$223,728	Waushara	$56,677	Calumet	$122,363
Marquette	$62,646	Winnebago	$2,577,443		$7,733
Green Lake	$277,821	Winnebago	$212,750	Dodge	$9,591
Green Lake	$26,252	Fond du Lac	$83,962	Waupaca	$6,126
		Subtotal 1a	$5,777,584	Subtotal 1b	$356,472

2. State Aid to Public Library Systems — $1,416,952

3. Other State Funded Programs *List individually. Attach listing if necessary.*

a.

b.

c.

	Subtotal 3	$0

4. Federal Aid *Program name and project number. List each program individually. Attach listing if necessary.*

a.	Professional Learning Scholarship	$23,586	f.	
b.	Core System Services Support	$12,976	g.	
c.	Teen Internship DPI Aid	$16,028	h.	
d.			i.	
e.			j.	
			Subtotal 4	$52,590

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. *List names individually. Attach listing if necessary.*

a.	Oshkosh Public Library Clerical	$150,369	f.	Winnefox Cooperative Technical Service	$209,096
b.	Oshkosh Public Library Delivery	$5,292	g.	Winnefox Automated Services Member Fees	$745,578
c.	Accounting Services	$36,000	h.	WCTS Rotation Fees	$11,313
d.	Continuing Education Services (NEWI)	$21,379	i.		
e.	WPLC Website Hosting	$1,000	j.		
				Subtotal 5	$1,180,027

6. Other Income

Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
$26,597	$93,702	$61,868	$57,973	$0	$5,844	$245,984

7. Total Income *Add 1 through 6* — $9,029,609

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES
Report system expenditures from all sources.

	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	$666,598	$0	$604,122	$1,270,720
2. Employee Benefits	$258,144	$0	$92,622	$350,766
3. System Collection Expenditures				
a. Printed Material	$8,096	$0	$7,896	
b. Electronic Material	$108,632	$0	$115,531	
c. Audiovisual Material	$0	$0	$0	
d. All Other Material	$1,633	$0	$0	
Subtotal *Collection Expenditures*	$118,361	$0	$123,427	$241,788
4. System Contract Expenditures *Attach a brief description of contracts; i.e., recipient, amount, and purpose.*	$0	$12,740	$6,134,056	$6,146,796
5. System Payments to Member Libraries *Attach lists of individual payments.*	$30,282	$13,870	$173,914	$218,066
6. All Other Operating Expenditures	$276,881	$12,976	$259,520	$549,377
7. Total Operating Expenditures	$1,350,266	$39,586	$7,387,661	$8,777,513
8. System Capital Expenditures	$53,428	$0	$14,101	$67,529

* Report expenditures from federal grant funds and state funded programs other than state aid to public library systems.

** Report expenditures from report year public library system state aid, state aid funds carried forward to report year, and any interest earned from those funds.

*** Report expenditures from county appropriations, contract income, gifts and endowments, and any carryover from those sources. Also include expenditures from interest earned from those sources.

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE

Report the total amount appropriated for public library service for each county in your system. Include all funding, including those paid to a library system or another county's public libraries. Report the amounts for the report year. Attach the page(s) of each county budget that show the amounts below.

County Name	Amount	County Name	Amount	County Name	Amount
1. Fond du Lac	$1,907,391	5. Winnebago	$2,810,193	8.	
2. Green Lake	$377,430	6.		9.	
3. Marquette	$374,828	7.		10.	
4. Waushara	$631,146				

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE

The following statement certifies that your public library system complied with all statutory requirements for public library systems for the report year. Indicate your system's compliance with each of the system requirements.

Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided:

Membership Agreements

☒ **(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4. with all member libraries.**

☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Resource Library Agreement

☒ **(b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.**

☒ Signed copies of the report year and current year resource library agreements have been filed with the division.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Reference Referral and Interlibrary Loan

☒ **Wis. Stat. § 43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.**

☐ Reimbursed member libraries for ILL   ☒ Maintained a shared database of member library bibliographic records and holdings

☒ Maintained ILL Clearinghouse   ☒ Utilized WISCAT to promote interlibrary loan

☐ Contracted for ILL Clearinghouse   ☒ Maintained a system interlibrary loan plan

Comments

Inservice Training

☒ **Wis. Stat. § 43.24(2)(e) Inservice training for participating public library personnel and trustees.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

☒ Conducted workshops for member library staff and trustees   ☒ Provided scholarships and grants for member library staffs

☒ Maintained a calendar of CE events   ☒ Maintained a professional collection for system and member library staffs

☒ **Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.**

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

☒ Public library administration and governance   ☒ Technical services   ☒ Legal issues

☒ Adult services   ☒ Interlibrary loan and resource sharing   ☒ Public relations

☒ Youth services   ☒ Staff development (certification, CE, etc.) ☒ Reference and information services

☒ Library automation   ☒ Planning and evaluation, standards   ☒ Inclusive services

☐ Building and remodeling   ☒ Collection Development

Comments

Delivery and Communication

☐ **Wis. Stat. § 43.24(2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.**
Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

☒ Had regular courier or van delivery service   ☐ Used fax for document delivery/communication

☐ Provided an 800 number, phone credit card, or accepted collect calls   ☐ Used mail as primary delivery system

ILL transactions sent by: ☒ Published a newsletter

☒ Email   ☒ OCLC   ☒ Regional Automated System   ☒ WISCAT

Comments

Service Agreements

☒ **Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.**

☒ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.
Indicate with a check those services provided for in the adjacent library system agreements for the report year.

☒ Reciprocal borrowing between systems   ☐ Delivery   ☐ Audiovisual services

☐ Cash payments in cross-system lending   ☐ Newsletter exchange   ☐ Cooperative purchasing

☒ Continuing education   ☒ Cooperative planning/information exchange

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Service Agreements (cont'd.)

Comments

Inclusive Services

☒ **Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.**

The Division for Libraries and Technology interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

Comments

Other Types of Libraries

☐ **Wis. Stat. § 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.**

☐ An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year

☐ The system has agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate system services provided to other types of libraries in the report year.

☐ Consultation   ☐ Union list of serials   ☐ Back-up reference services

☒ Continuing education / workshops   ☐ Directory of libraries   ☐ Newsletter

☐ ILL (Direct)   ☐ Delivery services   ☐ Technical services

Comments

Library Technology and Resource Sharing Plan

☒ **Wis. Stat. § 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.**

☒ Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.

☒ The public library system's current technology and resource sharing plan has been filed with the Division for Libraries and Technology.

Other Service Programs

☒ **Wis. Stat. § 43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library board after consultation with participating public libraries.**
Comments

Administration

☐ The system did not expend more than 20 percent of the state aid received in the report year for administration.

IX. COLLABORATIVE ACTIVITIES

Summary of Activities Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's report year resource library contract.

Winnefox Library System works collaboratively with three other library systems to provide continuing education regionally, called NEWI. In addition to providing continuing education opportunities for library staff, NEWI creates a monthly information article for trustees called Trustee Tale and offers quarterly Trustee Training. Additionally, Winnefox provides accounting services to four other library systems in the state. Finally, Winnefox has maintained a contractual service agreement with Oshkosh Public Library since the system's inception. This collaboration provides administration support to Oshkosh and Winnefox pays for database and catalogue support from Oshkosh. Winnefox also have representation on WPLC, and the statewide Marketing and CE cohorts.

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

Program Expenditures *Provide a summary of your public library system expenditures by system service program and fund source for the report year.*

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan *See note*				
1. ILS	72,946		572,208	645,154
2. Network	37,578	12,976	164,556	215,110
3. Tech Support	246,741		1,000	247,741
4. ILL/Reference	133,208			133,208
5. Electronic Resources	65,190			65,190
Subprogram Total	555,663	12,976	737,764	1,306,403
Continuing Education and Consulting Service *See note*				
1. Consulting	97,044			97,044
2. Continuing Education	95,382	13,870	21,379	130,631
Subprogram Total	192,426	13,870	21,379	227,675
Delivery	220,188		5,292	225,480
Inclusive Services				0
Library Collection Development	46,238		115,531	161,769
Direct Payment to Members for Nonresident Access			5,777,584	5,777,584
Direct Nonresident Access Payments Across System Borders			356,472	356,472
Library Services to Youth	2,314			2,314
Public Information	51,102			51,102
Administration	278,219	12,740	190,747	481,706
Other System Programs				
1. County Planning	53,166			53,166
2. WCTS			201,370	201,370
3.				0
4.				0
Grand Totals	1,399,316	39,586	7,406,139	8,845,041
Estimated Expenditures for Technology-Related Services Provided by the System	357,265	12,976	737,764	1,108,005

NOTE: Technology, Reference and Interlibrary Loan, and Continuing Education and Consulting Service Program areas may be divided into subprograms at the discretion of the system.

XI. SYSTEM STAFF

a. Employees Holding the Title of Librarian as of December 31 in the reporting year

Position		Type of Staff	Job Title	Annual Salary	Hours Worked/Year	FTE
1.	Director	Librn. MLS (ALA)	System Director / Chief Officer	$119,932	2,080.00	1.000
2.	Public Library Development	Librn. MLS (ALA)	System Consultant	$72,114	2,080.00	1.000
3.	Integrated Library System (ILS)	Librn. MLS (ALA)	Department Head / Coordinator / Senior Manager	$84,198	2,080.00	1.000
4.	ILS Specialist	Librn. MLS (ALA)	Librarian (MLS)	$57,304	2,080.00	1.000
5.						
6.						
7.						
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9.						
10.						
11.						
12.						
13.						
14.						
15.						

b. Other Paid Staff

Position		Type of Staff	Job Title	Total Annual Wages Paid	Hours Worked/Year	FTE
1.	Database-Application Developer	Other no-MLS	Electronic Collections Technician / Developer	$77,376	2,080.00	1.000
2.	WCTS Office Clerk	Other no-MLS	Copy Cataloger	$46,634	2,080.00	1.000
3.	Administrative Specialist I	Other no-MLS	Office Support (Entry)	$51,813	2,080.00	1.000
4.	Network Manager/Web Developer Specialist	Other no-MLS	IT Developer / Data Analyst	$72,114	2,080.00	1.000
5.	Network Manager/PC Support Specialist	Other no-MLS	Network Manager	$79,352	2,080.00	1.000
6.	Interlibrary Loan (ILL) Specialist	Other no-MLS	Manager/Supervisor of Support Staff	$65,499	2,080.00	1.000
7.	Business Manager	Other no-MLS	Office Manager	$77,376	2,080.00	1.000
8.	WCTS Program Coordinator	Other no-MLS	Manager/Supervisor of Support Staff	$68,515	2,080.00	1.000
9.	Van Drivers	Other no-MLS	Driver (Delivery)	$91,678	4,846.00	2.330
10.	ILL page/sorters	Other no-MLS	Clerk - Technical Services	$34,653	2,288.00	1.120
11.	WCTS page	Other no-MLS	Clerk - Technical Services	$10,171	624.00	0.300

XI. SYSTEM STAFF (cont'd.)

b. Other Paid Staff (cont'd.)

Position	Type of Staff	Job Title	Total Annual Wages Paid	Hours Worked/Year	FTE
12. Administrative Specialist II -	Other no-MLS	Accountant	$63,107	2,080.00	1.000
13. Administrative Specialist II - Human	Other no-MLS	Office Support (Intermediate)	$62,234	2,080.00	1.000
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

XII. SYSTEM MEMBERSHIP

Indicate whether your public library system members have indicated compliance with the following membership requirements. If any of these conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance (include timelines). *A check indicates that all members have indicated compliance with the requirement.*

☒ The public library members are established under the provisions of Chapter 43 of the Wisconsin Statutes. [Wis. Stat. § 43.15(4)(c)1]

☒ The public library members are authorized by the municipal governing board to participate in the public library system. [Wis. Stat. § 43.15(4)(c)3]

☒ The public library members have entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program or from providing remote access to a library's online resources only to residents. [Wis. Stat. § 43.15(4)(c)4]

☒ The member public library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction and is present in the library for at least 10 hours of each week that the library is open, less leave time. [Wis. Stat. § 43.15(4)(c)6 and Administrative Code Rules PI 6.03]

☒ All counties participating in the system have entered into written agreements with the system as required under [Wis. Stat. § 43.15(4)(b)3]

☒ All counties participating in the system have adopted and maintained the plan of library service submitted and approved under Wis. Stat. § 43.11(3) and Wis. Stat. § 43.13(1). [Wis. Stat. § 43.15(4)(b)1]. *On the attached membership listing, indicate the year of the last plan revision.*

☒ Each public library member, beginning in 2008, annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer. [Wis. Stat. § 43.15(4)(c)7]

☒ Each public library member, beginning in 2008, annually spends at least $2,500 on library materials. [Wis. Stat. § 43.15(4)(c)8]

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

As of the date of this report, indicate whether the following statutory requirements are being met by the system. If any of these requirements were not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance (include timelines). Any current written contracts or agreements not previously filed with the division providing evidence of compliance must be enclosed with this report. This report is for compliance as of the date of this report. If compliance is later not maintained in any area reported as being in compliance, notify the Division for Libraries and Technology.

Indicate compliance with the requirements below with a checkmark. Unchecked statutes indicate noncompliance.

☒ Library system board is constituted and operated in compliance with Wis. Stat. § 43.17(1) and (2) and Wis. Stat. § 43.19(1)(a) and (b).

☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [Wis. Stat. §

☒ 43.17(4)] Library system is organized and operated in compliance with Wis. Stat. § 43.15 Standards for public library systems.

Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided.

☒ (a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)(4). with all member libraries.

☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.

☒ (d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

☒ (e) Inservice training for participating public library personnel and trustees.

☒ (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

☒ (g) Service agreements with all adjacent library systems.

☒ (h) Professional consultant services to participating public libraries.

☒ (i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

☒ (k) Promotion and facilitation of library service to users with special needs.

☒ (L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.

☒ (m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

☒ (n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

XIV. CERTIFICATION

I CERTIFY that to the best of my knowledge the information provided in this annual report and any attachments are true and accurate.

Signature of Public Library System Director	Name of Public Library System Director	Date Signed
➢	Clairellyn Sommersmith	

Signature of Public Library System Board President	Name of Public Library System Board President	Date Signed
➢	Andrew Prellwitz	